

**ANNVILLE TOWNSHIP AUTHORITY**  
**AGENDA**  
**December 17, 2019**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
3. Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
  - Surcharges
  - Dewatering Equipment and Building Project
7. Solicitor's Report
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
  - Delinquent Report
  - Membership Renewal in the Capital Region Council of Governments (CapCOG)
  - Resignation of Anthony Perrotto
  - Letters of Interest for Appointment to the Authority
11. Election of Officers for 2020
12. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
December 17, 2019**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 17, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Hugh Rooney, Vice Chairperson; Barry Ludwig, Secretary; and David Myers, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; Michael Mehaffey and Nicholas Sahd, Engineers with Gannett Fleming; and Thomas Embich, Township Commissioner.

Chairperson Perrotto called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

Chairperson Perrotto provided an opportunity for public comment and no comments were noted.

**MINUTES: MOTION** by Mr. Rooney, second by Mr. Myers to approve the minutes of the Regular Meeting held November 26, 2019 as presented. Motion carried unanimously.

**FINANCIAL REPORTS:** The Authority reviewed the income statements and balance sheets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund for the period ending November 30, 2019.

**ACCOUNTS PAYABLE:** The Accounts Payable list for December 2019 was reviewed, and Mr. Yingst noted that Sewer Fund Check No. 12568 in the amount of \$200,000 represented the year-end transfer to the Sewer Capital Fund that was discussed during the past few months. **MOTION** by Mr. Ludwig, second by Mr. Myers that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer Fund, Sewer Capital Fund, and MS4 Fund, which list is filed with other Authority records, be approved by the Authority for submission to the Board of Commissioners for payment. Motion carried unanimously.

**SUPERINTENDENT'S REPORT:** Mr. Powell reported that the WWTP is operating very well. He began by reviewing the Monthly Report and, per a question from Chairperson Perrotto, he indicated staff is trying to minimize the amount of chemicals used to treat the wastewater while still providing a buffer to reduce the likelihood of needing to purchase credits at the end of the permit year. Mr. Powell then reviewed the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes, and the following items were discussed in detail:

**Surcharges:** The Authority reviewed the results of the latest samplings for Ted's Bar and Grill, the Batdorf Restaurant, J&S Pizza, Just Wing It, Napoli's Pizza, Rotunda Brewing Company, the Lebanon Valley (UCC) Home, and Veterans of Foreign Wars (VFW) Post 8023. Mr. Yingst reported that copies of these sampling results would be mailed to these entities in the next few days and based upon these results surcharges would be assessed to their January 1, 2020 sewer bills, with the exception of Ted's Bar and Grill, as this represented its first sampling under new ownership and the surcharge was being waived as a courtesy so the owners could gauge how the results would impact their overall bill, and Rotunda Brewing Company and the VFW, which did not exceed any of the Township limitations. He also noted that, for the second consecutive testing

## ***ANNVILLE TWP. WASTEWATER TREATMENT PLANT***

### **STATUS OF PENDING PROJECTS**

**December 13, 2019**

- (1) SURCHARGES** Results pending.
- (2) HAULING** Hauled 65 loads; 221,000 gallons to Pennsy farm.
- (3) PLANT** Plant is operating well.
- (4) DEWATERING BLDG** All equipment is onsite and installed. The startup process will begin Monday, Jan. 27, with conveyor, polymer system, and grinder; then, starting Feb. 10, Alfa Laval will be here for 2 weeks to run the whole process. On Dec. 12 we had a meeting with all representatives that have equipment involved with the job and the engineers to answer some questions and to see the progress of the job; everyone was pleased with the work and the meeting was very productive to answer some electrical questions and process installation.

Respectfully submitted,  
Les Powell, Chief Operator

period, Napoli's Pizza had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill.

Anthony Deaven, Treasurer of the Authority, arrived at the meeting at 5:37 PM.

**Dewatering Equipment and Building Project:** The Authority reviewed an update provided by Mr. Sahd of his firm's engineering activities over the past month for the dewatering project, a copy of which is attached hereto and made a part of these minutes. Mr. Powell and Mr. Sahd reviewed the status of the project in detail, reporting that all equipment was onsite and was in the process of being installed, and they shared information on the anticipated dates for the dewatering system's start-up and commissioning, noting it was anticipated to be fully operational by mid-February 2020. They also shared some information on a meeting held the prior week among Township staff, Gannett Fleming staff, representatives of the equipment manufacturers and distributor, and the contracted electrician and indicated it became apparent some modifications were necessary to connect the centrifuge control panel to the sludge pump control panel. Mr. Sahd indicated the proposed solution involved running an ethernet cable from the sludge pump control panel to the centrifuge control panel, believing this to be the most cost-effective solution, and the costs would likely be somewhat offset by reduced material and installation costs. Chairperson Perrotto asked if an ethernet cable would be less dependable and Mr. Powell indicated he did not believe it would be, and that working with one cable instead of a dozen, as previously anticipated, would make it easier if something needed addressed later. In response to questions from Mr. Rooney and Chairperson Perrotto, Mr. Sahd indicated he did not foresee any long-term compatibility issues that might arise from this strategy and that there would be no ongoing programming following the initial programming at set-up. Per a question from Mr. Embich, Mr. Powell indicated they would be able to program the feed rate from their cell phones. With no further comments or questions noted, **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize Gannett Fleming to oversee the modifications to the sludge feed pump control programming in an estimated amount of \$7,500. Motion carried unanimously. Mr. Mehaffey commended Mr. Powell and his staff for their involvement in the dewatering project process, which had likely saved ratepayers several hundred thousand dollars.

**SOLICITOR'S REPORT:** The Authority was informed of the following items:

**Discharge of Lien Against Property at 28 North King Street:** Mr. Lamoureux reported he filed a discharge document for a lien previously held against the former Blackman property at 28 North King Street due to this lien having been satisfied some time ago.

**Discharge Motion Regarding Municipal Claims Against Property at 100 North Weaber Street:** Mr. Lamoureux reported a court date was scheduled for February 20, 2020 regarding the discharge motion for the liens held against the condemned property at 100 North Weaber Street that was discussed at the prior month's meeting.

**Fee for Acting as a Conduit for Tax-Exempt Financing for Lebanon Valley College (LVC):** Mr. Lamoureux reported the LVC financing closed on December 13, 2019 and he negotiated a fee to the Authority for \$10,500 for serving as a tax-exempt conduit for the college, \$2,000 more than



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: December 17, 2019  
SUBJECT: December 2019 Consulting Engineer's Report

This report summarizes the projects in which Gannett Fleming has provided engineering consulting services to the Authority over the past month. We are pleased to outline the following for your review and consideration:

## 1. WWTP Dewatering Project

### a. Dewatering Equipment

- Equipment status:

Component	Delivery Date
Velodyne Polymer System	Delivered 08/07/19
JDV Conveyor	Delivered 08/08/19
Borger Grinder	Delivered 09/03/19
Alfa Laval Centrifuge Decanter	Delivered 10/10/19
Alfa Laval Diverter Gate	Delivered 10/23/19
Alfa Laval Centrifuge Control Panel	Delivered 11/21/19

\* All major equipment is now on-site and being installed.

### b. GF Activities Performed Over Past Month

- Coordinated start-up and commissioning services scheduling for various components.
- Site visit by N. Sahd and D. Gryger with Ed Zalewski of Sherwood Logan and Alfa Laval staff on 12/12/19 to discuss miscellaneous installation questions. Velodyne, JDV, and Borger staff conference called into the meeting to answer questions.

### c. Manufacturer Start-Up and Commissioning Services

- Alfa Laval recommends that all other equipment (grinder, conveyor, and polymer system) be tested and ready to go prior to Alfa Laval start-up services.
- Current start-up and commissioning status:

Component	Start-Up & Commissioning
Velodyne Polymer System	TBD
JDV Conveyor	01/17/20
Borger Grinder	02/10/20
Alfa Laval Centrifuge Decanter	02/10-21/20
Alfa Laval Diverter Gate	02/10-21/20
Alfa Laval Centrifuge Control Panel	02/10-21/20



*d. Remaining Project Activities*

- Equipment installation throughout December 2019 and January 2020.
- Start-up and performance testing of ancillary equipment (grinder, polymer system, and conveyor) in January/February 2020 with the centrifuge start-up and performance testing in February 2020.

*e. GF Design, Bid, and Construction Phase Services*

- GF has invoiced \$115,171.91 (approximately 92.4%) of the total estimated effort (\$124,700) through 10/25/19 and we appear to be on track and on budget with our services.
- GF proposes a revision to the feed sludge pump programming to utilize an ethernet connection in lieu of hard-wired communication. Minor programming will be required regardless of the approach taken to ensure proper communication between the sludge feed pump and the centrifuge.

**2. Subdivision / Land Development Reviews**

*a. Stone Hill Village Phase 3B (No changes to report)*

*b. Wellspan Urgent Care Facility (No changes to report)*

previously suggested by LVC. He also reported the college appreciated the Authority's assistance with this and looked forward to working with it in the future for similar projects.

**ENGINEER'S REPORT:** Nothing to report this month in addition to the items in the previously referenced report from Gannett Fleming that is attached.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:** Mr. Yingst reported the Township has received approval from the Pennsylvania Department of Environmental Protection for the Pollutant Reduction Plan submitted for the Lebanon County Stormwater Consortium, of which the Township is a member, and for which projects the MS4 fee is intended to fund.

**CLERK'S REPORT:** Mr. Yingst reminded the Authority that the annual holiday breakfast sponsored by the Board of Commissioners would be held at 8 AM on December 20, 2019 at Heisey's Diner. The Authority then reviewed the following items:

**Delinquent Report:** Mr. Yingst informed the Authority that no accounts were posted for shutoff since the November 26, 2019 Authority meeting due to the December meeting occurring earlier in the month than is typical. He concluded by reporting that over the past three weeks more than \$3,500 had been received from significantly past-due customers.

**Membership Renewal in the Capital Region Council of Governments (CapCOG):** Noting the benefits of belonging to CapCOG for collective bidding of several chemicals necessary for the operation of the WWTP, some other benefits of membership in CapCOG, and that the 2020 membership dues amount remains unchanged from the past few years, **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners it renew membership in CapCOG in 2020 for an annual cost of \$1,500. Motion carried unanimously.

**Resignation of Anthony Perrotto:** Mr. Yingst reported a letter of resignation from the Authority effective December 31, 2019 had been submitted by Chairperson Perrotto due to his term on the Board of Commissioners beginning in January 2020 and the incompatibility of the two positions. The Authority members expressed their appreciation to Chairperson Perrotto for his service and wished him the best as a Township Commissioner and he thanked them for their support and cooperation over the years.

**Letters of Interest for Appointment to the Authority:** Mr. Yingst indicated that a notice seeking letters of interest from anyone interested in serving on the Authority has been posted at Town Hall and on the Township website as of December 2, 2019, and that said letters were due by January 13, 2020. He also reported he directly contacted the three individuals whose names were suggested at the previous month's meeting by Authority members, and two letters of interest have been received thus far.

**ELECTION OF OFFICERS FOR 2020:** Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Perrotto then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2020 and Mr. Yingst asked for nominations. The members of the Authority then briefly

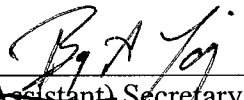
discussed who should be nominated for each office and decided upon using the rotation that has been in effect for several years. **MOTION** by Mr. Rooney, second by Mr. Ludwig to nominate the following slate of officers for election for 2020:

Chairperson: Hugh Rooney  
Vice Chairperson: Barry Ludwig  
Secretary: Anthony Deaven  
Treasurer: David Myers  
Assistant Secretary/Assistant Treasurer: VACANT

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Deaven, second by Mr. Ludwig to instruct the Clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2020 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2020 and then yielded the chair of the meeting back to Chairperson Perrotto.

**MOTION** by Mr. Ludwig, second by Mr. Myers to approve the reports as presented at this meeting. Motion carried unanimously.

There being no further business to come before the Authority, **MOTION** by Mr. Deaven, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:02 PM.

  
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(Assistant) Secretary